G. M. 1923

208 & 23

& Sl. No. —

Passing of G.O.No.G.13061 - 9-22-3-23 - re the Inspection of the Secretariat Branches by Secretaries and Asst. Secretaries

Previous reference
E.A.G. 357 Sls 1--1
E.A.G. 290 Sls 1-2
Govt. Proceedings June 1918.
Later references.

923-24
Govt.

Serial Nos.

208-23
Sel-1

pre revise

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. One (1)

Part B for March 1924

SUBJECT

Passing of G.O. No. 8/13061-9/-827-3-2
re. the Inspection of the Secretariat Branches by Secretaries + Asst. Secretaries.

Forwards copies of the G.O. to
1) the Secretaries to Govt.
2) ~~to~~ All the Secretariat officers and
3) Superintendents in the G.R.S.

Govt. alarm/Sept 4
2-11/4/24

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please let me have a note re the existing orders on the subject of inspection of Secretariat Branches by Secretaries and Assistant Secretaries.

Registrar, C.R.S.)

Mr K.N.K.

Please note & submit with refce BM 9/1

1) Monthly volume containing instructions re: Inspection of Sect Branches is herewith submd. (vide flag C)

DG Rees 12/1/24

2) G.O. No. 2422-8/S.N.S. 250 31.6.1918 is the standing ord on the subject of inspection by Branches. It contemplates

(1) A monthly inspection of Branches by the Secretariat and subm of monthly assessment lists to the Secretaries concerned

(2) A quarterly inspection of Branches by the Secretaries

and (3) A Special inspection of the Branches by the E.A. Officers on special requisition by the Secretaries concerned

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

Routine Notes.

[To be used only for notes, requisitions, etc., not int... permanent record.]

These the first inspection
being done with more or less
regularity. ~~The reports do not pass~~
But the reports are not consolidated
as required under para 7 of the G.O.
as the E. A Branch has ceased to exist.

For the same reason the inspection
by the Levies is not generally being done.
Nor has there been any inspection by the E.A.
The Rules referred to in paras 8 & 9 are also
not being followed.

Sub. with refce to the Chief Secy's order
of 9th inst.

Mw
15/1

Mr Secy)

Coles
Chief Secy. 15/1.

Levies is requested to give me a
note as to what modifications in these
rules are necessary in accordance
with present circumstances.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

(1) There being no separate Q. Br.
(2) the Kauma dealing with
more than one district changes
accepting the former

16/1

accepted on
receipt of
an intimation
that Government is
agreeable

16/1

ROUTINE NOTES.

[To be used only for requisitions, etc., not intended for permanent record]

B

The Government Order in force with regard to the inspection of Secretariats is the one dated the June 1919. (Flag O). From enquiries made, I understand that beyond the inspection of the Branch Registers, etc by the Superintendent of the Branch. (I refer only to the G.R.S.), the instructions laid down in the Government Order referred to the above are not being followed rigidly. Whether a monthly inspection of the Branch by the Secretariat Officer in charge ~~of the Branch under his control~~ is necessary is a matter for consideration. I think it is enough if the Branch is inspected by him four times during the year, that is once a quarter. Similarly an annual inspection by the Secretary concerned of the Branches under his control would appear to be sufficient as in the case of officers of other departments inspecting their own offices. In the case of Secretaries, I do not think that any special form for the inspection is called for.

N. B.—Should routine notes be written on small slips, the notes must de copied, or slips pasted on this form.

W D 1880—GPB—1,50 000—2 5-21

ROUTINE NOTE

[To be used only for notes, requisitions, etc., not intended for permanent record.]

2. It is found at present that there are Branches dealing with departments pertaining to the charge of more than one Secretary. If this arrangement should continue, inspection of Branches by the Secretaries will be difficult. It would, perhaps, be better to make the Branches self-contained and responsible only to one Secretary.

3. A draft order issuing revised instructions in regard to the inspection of Secretariats is put up.

4. A copy of the recent Official Memorandum (which is being multigraphed) is also put up.

Cols

Chief Secy) MM 19/1

Please let me know what period the report (minute) on the inspection of branches & Secretariats (by Col. Cols) covers?

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(10) Up to what period Branches were being regularly inspected by the Secretariat is not quite clear. No regular inspection has, however, been made by the officers in charge of Branches from the time the E. A. Branch was abolished. The monthly inspection report is being sent up and before submitting it to the Secretary concerned it is being checked by some of the Asst Secretaries with respect to the Registers.

(11) The quarterly inspection by the Secretaries seems to have been made only once in July 1918 as may be seen from the files put up. There is nothing to show that it continued.

(Weber)

6/2/2

Chief Secy)

Sub?
The delay in submission is due to the Registers having to be traced with some difficulty
1819

N. B.—Should routine notes be written on small slips the notes must b cipoed, or slips pasted on this form.

ROUTINE N

[To be used only for notes, requisitions, etc

I have submitted this to the Dewan erson. He considers that Secretaries hould inspect each branch once in three months and the Assistant Secretaries once a month apart from the frequent inspections of Branch registers and personal registers of clerks by the Superintendents under the existing orders.

Please revise the draft. As regards the Financial Branch, as it will be partly under the Financial Secretary and partly under the Revenue Secretary, the draft should provide for both the officers inspecting the Branch once in 3 months.

Submitted in person.
KP
7.3.24.

Revised draft with necessary forms is putup.
K.P.
11.3.24

The office memorandum in the linked file does not seem to have been issued as yet.

The draft may, if approved, be modified as shown in the typed note put up.

V. B.—Should routine notes be written on small slips the notes must be cipoed, or slips pasted on this form.

DEWAN'S OFFICE
RECD. ON 18 MAR 1924
Reg. No. 6735

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

G 13061-9/ dated 2/3.19

Issues Revised instruction

for the periodical

inspection of the Board

of the Secretariat

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Proces

Highness the Mahā

Read--

G.O.No.2422-8/E.A.G.258-17 date 1st June 1918 issuing instructions for the periodical inspection of the branche of the several Secretariats and prescrib ing forms of inspection.

.....

O R D E R No. G 13061-99 27.3.24

It is observed that the forms prescribed for recording the notes of monthly inspections are too elaborate and tend to make the reports merely formal. Further, under the present practice the information given in the monthly inspection Notes ~~has~~ unnecessarily ~~to be~~ is repeated in the quarterly reports and ~~that~~ there is overlapping of examination of registers &c., by the Superintendents of Branches and the Secretariat Officers.

With a view to remedy the defects and to simplify the procedure, the following revised instructions are issued for regulating the periodical examination of the work of the several Secretariats.

R U L E S.

1. Each clerk should examine his papers once a week and ~~under~~ enter a certificate in his Personal Register as to the number of cases disposed of during the week and ~~those~~ The nos: on hand noting the Diary numbers of the latter, important cases being under-

lined

ch Branch should
mine the Branch Registers and the
rsonal Registers of clerks frequently
d affix his initials with date in
oken of his examination together with
ecessary remarks, if any. He should keep
a memorandum note book and enter therein
all important and urgent cases of his branch
as also
and all points requiring attention on a
for watching their disposal
future date. On or before the 5th of each
month he should along with the monthly
arrear list submit to the Secretariat
officer in charge of the Branch a state-
ment in Form I.

3. On receipt of the statement, the
Secretariat Officer should inspect the
Branch under his control and submit his
inspection report along with the 2 statements
statement to the Secretary concerned, punctually
on the 10th of every month after satisfy-
if need be, ask
ing himself, ~~that if need be,~~ about the
accuracy of the statistics furnished to
him. The responsibility of the Superintendent
and officials concerned for any defects noticed during ~~his~~ inspection
should be clearly brought out in the Inspection
Reports of Secretariat Officers which should
be brief and deal with the defects and irregu-
larities noticed and remedies suggested.

4. The Secretariat officers will during
their inspection in the month of July per-
of the Statistics and
sonally examine the correctness of the answers
given to General Questions in Appendix A and
specifically note their remarks thereon in the
inspection report for that month, in order
that no point of importance might be overlooked.

5. The monthly inspection of the Secretariat Offices of the Secretariat branches together with the orders of the Secretaries concerned thereon should be sent to the General Miscellaneous Branch of the Chief Secretariat before the 15th of each month for submission to the Dewan through the Chief Secretary.

6. Each Secretary to Government should inspect the work of the branches under his control once a quarter in the months of February, May, August and November and submit his inspection report to the Dewan ~~Subject to approval~~ (~~through the Member concerned.~~) The Financial Branch of the General and Revenue Secretariat will be inspected once in three months by ~~both~~ the ~~Financial~~ ~~Secretaries~~ (Financial ~~and Revenue~~) ~~either severally or jointly~~ according to their ~~convenience~~. Secy'

7. The quarterly reports of the Secretaries should deal with all important aspects of the work of the branches under their control. The Inspecting Officer's attention should be directed, among other matters, to ~~the~~ ~~Condition of the building & furniture~~ the distribution of duties, the arrears of work, the proper maintenance of registers, and ~~the~~ arrangement of records, ~~and the regulation of expenditure~~ on office contingencies, ~~and the like~~.

8. Each Branch should maintain an inspection minute book in the form given in Appendix B in which should be entered all orders given as the result of inspections which require action on the part of the office. The steps taken to comply with each order should be noted by the Superintendent and when it has been fully carried out, the entry should be scored out under the date and - - -

he offi r in immediate

mine the Branc

Chief Secretary

Early
16/3

To

The Secretaries to Govt

Copy to all Secretariat officers
and Superintendents in the GRTS

..... Secretariat.

..... Branch.

Inspection report for the month

I. Papers received and disposed of.

Pending at the beginning of the month.	Received during the month	Total	Disposals during the month.	Balance	Number of unsubmitted cases pending over five days.	Cases which are pending for over three months.

Number of cases pending in the Branch
Number pending with Secretariat Officers
Number pending with Dewan and Members of Government
Number pending in Council
Total.

II Sus Cases.

Number at the beginning of the month.	Number registered during the month.	Total	Number for which replies received during the month.	Balance	Pending for over three months.	Pending for over six months.	Number of reminders issued with dates of issue.

III Periodicals

No of returns in arrears at the beginning of the month.	No due during the month	Total	No disposed of.	Balance	No sent after the due date.	No awaiting for more than one month

IV Recording.

No pending at the beginning of the month	No received during the month	No recorded + sent to records	Balance

Form II (Contd)

VII Disposal of Important Cases.

Nature of cases.	Number pending at the beginning of the month.	Number received during the month	Total	Number disposed of during the month	Balance	Particulars of the balance with stages of pendency.
1.References from the Residency.						
2. Petitions addressed to His Highness						
3.Interview petitions of Dewan						
4.Memos from the Dewan and Members of Council.						
5.Reports and returns due to Residency and other Governments.						
6.Important cases of irregularities reported to Government or ordered to be investigated.						
7.Audit and Administration Reports etc.						
8.Other important cases, if any.						

Note. The number should include both pending and suspend cases.

Special Branches of work.

VI ~~VII.~~ RECORDS.

Number of collections remaining to be arranged in their proper places at the beginning of the ~~month~~.

Number of recorded collections received during the month.

Total.

Number of collections arranged during the month.

Balance.

Number of records given out for reference and outstanding return for more than a month.

Number of records of which destruction is overdue.

VII ~~VIII~~. LIBRARY.

Condition of Library.

Whether the Library catalogue is up to date.

Number of books issued and not returned for more than a month.

VIII ~~IX~~. CASH.

Amount of cash on hand.

Amount of pay, etc., to be disbursed.

Amount of advances outstanding.

Remarks.

Appendix A.

~~X~~. GENERAL.

NOTE.—The following questions to be answered only once a year during the ~~monthly~~ inspection for ~~August~~

Whether a list showing the allocation of work among officers and officials is maintained.

Whether character rolls are maintained for officials in the prescribed form.

Whether service registers are maintained for both ministerial officers and menials.

Date of last verification of service registers.

Whether a register of furniture is maintained noting details of cost and date of purchase of each article.

Date of last verification of the register.

Whether important and confidential State documents are classified and catalogued. The precise arrangements made should be specified.

Whether inspection minute books are maintained properly.

Names of special schemes in charge of the Branch.

Whether information about the working of these schemes is kept to up to date.

Whether prompt action is taken on the tour notes of the Dewan and Members of Government.

Number of points in the tour notes undisposed of.

Whether the Manuals for which the Branch is responsible are maintained and brought upto date.

Appendix B

No. 2422-8—E. A. G. 258-17, DATED 1ST JUNE 1918.

Form

~~APPENDIX B.~~

III

INSPECTION MINUTE BOOK.

Branch.....

Serial No.	Date of inspection	Order or instruction	Action taken by the Superintendent with date	Certificate of disposal with the dated initials of the Officer in charge

Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 13061-9 Dated Bangalore, the 27th March 1924.

Inspection of Secretariats

Issues revised instructions for the periodical-----

Read--

Government Order No.2422-8/E.A.G.258-17 dated 1st June 1918 issuing instructions for the periodical inspection of the branches of the several Secretariats and prescribing forms of inspection.

ORDER NO.G.13061-9 DATED 27TH MARCH 1924.

It is observed that the forms prescribed for recording the notes of monthly inspections are too elaborate and tend to make the reports merely formal. Further, under the present practice, the information given in the monthly inspection Notes is repeated in the quarterly reports and there is overlapping of examination of registers, etc., by the Superintendents of Branches and the Secretariat Officers.

With a view to remedy these defects and to simplify the procedure, the following revised instructions are issued for regulating the periodical examination of the work of the several Secretariats.

RULES

1. Each clerk should examine his papers once a week and enter a certificate in his Personal Register as to the number of cases disposed of during the week and the number on hand, noting the Diary numbers of the latter, important cases being underlined in red ink.

2. The Superintendent of each Branch should examine the Branch Registers and the Personal Registers of clerks frequently and affix his initials with date, in token of his examination together with necessary remarks, if any. He should keep a memorandum note book and enter therein all important and urgent cases of his branch as also all points requiring attention on a future date for watching their disposal. On or before the 5th of each month, he should along with the monthly arrear list submit to the Secretariat Officer in charge of the Branch, a statement in Forms I--VIII.

3. On receipt of the statement, the Secretariat Officer should inspect the Branch under his control and submit his inspection report along with the Superintendent's statement to the Secretary concerned, punctually on the 10th of every month after satisfying himself, if need be, as to the accuracy of the statistics furnished to him. The responsibility

of the Superintendent and officials concerned for any defects noticed during inspection should be clearly brought out in the Inspection Reports of Secretariat Officers which should be brief and deal with the defects and irregularities noticed and remedies suggested.

4. The Secretariat Officers will, during their inspection in the month of July, personally examine the correctness of the statistics and of the answers given to General Questions in Appendix A and specifically note their remarks thereon in the inspection report for that month, in order that no point of importance might be overlooked.

5. The monthly inspection reports of the Secretariat Officers in charge of branches together with the orders of Secretaries concerned, thereon, should be sent to the General Miscellaneous Branch of the Chief Secretariat before the 15th of each month for submission to the Dewan through the Chief Secretary.

6. Each Secretary to Government should inspect the work of the Branches under his control once a quarter in the months of February, May, August and November and submit his inspection report to the Dewan. The Financial Branch of the General and Revenue Secretariat will be inspected once in three months by the Financial Secretary.

7. The quarterly reports of the Secretaries should deal with all important aspects of the work of the branches under their control. The Inspecting Officer's attention should be directed, among other matters, to the distribution of duties, the arrears of work, the proper maintenance of registers and the arrangement of records.

8. Each Branch should maintain an inspection minute book in the form given in Appendix B in which should be entered all orders given as the result of inspections which require action on the part of the office. The steps taken to comply with each order should be noted by the Superintendent and when it has been fully carried out the entry should be scored out under the date and initials of the officer in immediate charge.

K. MATTHAN,
Chief Secretary to Government.

To—The Secretaries to Government.
Copy to all Secretariat Officers and Superintendents in the General and Revenue Secretariat.

FORMS.

.....Secretari

.....Branch

Inspection Report for the month of.....

I. Papers received and disposed of.

Pending at the beginning of the month	Received during the month	Total	Disposals during the month	Balance	Number of unsubmitted cases pending over five days	Cases which are pending for over three months.

Number of cases pending in the Branch.
Number pending with Secretariat Officers.
Number pending with Dewan and Members of Government.
Number pending in Council.
Total.

II. Sus Cases.

Number at the begining of the month	Number registered during the month	Total	Number for which replies were received during the month	Balance	Pending for over three months	Pending for over six months	Number of reminders issued with dates of issue

III. Periodicals.

Number of returns in arrears at the beginning of the month	Number due during the month	Total	Number disposed of	Balance	Number sent after due date	Number overdue for more than one month

IV. Recording.

Number pending at the beginning of the month	Number received during the month	Number recorded and sent to records	Balance

V. Disposal of Important Cases.

Nature of cases	No. pending at the beginning of the month	No. received during the month	Total	No disposed of during the month	Balance	Particulars of the balance with stages of pendency
1. References from the Residency.						
2. Petitions addressed to His Highness.						
3. Interview petitions of Dewan.						
4. Memos from the Dewan and Members of Council.						
5. Reports and returns due to Residency and other Governments.						
6. Important cases of irregularities reported to Government or ordered to be investigated.						
7. Audit and Administration Reports, etc.						
8. Other important cases, if any.						

Note.—The number should include both pending and suspend cases.

Special Branches of work.

VI. Records.

Number of collections remaining to be arranged in their proper places at the beginning of the month.....

Number of recorded collections received during the month.....

Total.....

Number of collections arranged during the month.....

Balance.....

Number of records given out for reference and outstanding return for more than a month.....

Number of records of which destruction is overdue.....

VII. Library.

Condition of Library.....

Whether the Library catalogue is up to date.....

Number of books issued and not returned for more than a month.....

VII. Cash.

Amount of cash on hand.....

Amount of pay etc., to be disbursed.....

Amount of advances outstanding.....

Remarks.....

.....

.....

APPENDIX. A.

General.

Note.— The following questions to be answered only once a year during the inspection for July

Whether a list showing the allocation of work among officers and officials is maintained

Whether character rolls are maintained for officials in the prescribed form

Whether service registers are maintained for both ministerial staff and menials

Date of last verification of service registers

Whether a register of furniture is maintained noting details of cost and date of purchase of each article

Date of the last verification of the register

Whether important and confidential State documents are classified and catalogued. The precise arrangements made should be specified

Whether inspection minute books are maintained properly

Names of special schemes in charge of the Branch.

Whether information about the working of these schems is kept up to date

Whether prompt action is taken on the tour notes of the Dewan and Members of Government

Number of points in the tour notes undisposed of

Whether the Manuals for which the Branch is responsible are maintained and brought up-to-date

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APPENDIX B.

Inspection Minute Book.

Branch_____

Serial No.	Date of inspection	Order or instruction	Action taken by the Superintendent with date	Certificate of disposal with the dated initials of the Officer in charge